

Eton Town Council

Minutes of the Council Meeting

Held via a Zoom Conference Call

Thursday 7th May 2020 at 7.00pm

Present: Cllrs R. Lewandowski (Mayor), D. Bishop, M. Blightman, M. Cadwallader, S. Evans, G. Fussey, P. Lawless, M. Leach, J. Lovell, Y. Olney, D. Reed, K. Robertson & L. Tarbox

In Attendance: Mr R. Austen (Town Clerk), Mr M. Reynolds (Accountant), Dr R. Rivaz (ECA) & , Ms C. Taylor (EWVA/EWWG) & Members of the Public

Apologies: Sgt E. Pendry (TVP)

The Mayor opened the meeting by welcoming everyone present, The Town Clerk advised that he had received no apologies. It was confirmed that the Meeting would be recorded and it was agreed that the Mayor would also record the Meeting.

CM 5392 ETC Annual Meeting

The Mayor advised Members that the Annual Meeting of Eton Town Council has been postponed in line with Government instructions, as this requires a face to face meeting. The new date can be May 2021 or earlier if proposed.

CM 5393 Coronavirus Epidemic

The Mayor reported on the Army delivery of food boxes to Eton and Eton Wick which was being managed by Cllr Lawless (Eton Wick) and Dr Rivaz (Eton). It was pointed out that the content of the boxes was mainly low calorie snacks, not entirely suitable for elderly residents, but in any case any excess would be donated to homeless charities and foodbanks.

The Mayor announced plans for a 'Memories of the Coronavirus Epidemic in Eton and Eton Wick' journal which will be reproduced on the ETC website. This will include photographs and experiences. It was agreed to promote through social media and 'Shout Out'.

CM 5394 Finance

1. Mr Reynolds presented the April YTD accounts to the Meeting which were in line with budget and with no questions forthcoming, were approved unanimously.
2. The Mayor presented the April schedule of payments to the Meeting and with no questions forthcoming, was approved unanimously.
3. The Town Clerk requested agreement on expenditure on the Barnes Pool greenery maintenance programme of £316.00 plus VAT per month, to be reclaimed from Eton College (confirmed) and Baldwins Bridge Trust (to be confirmed). This was agreed unanimously.

CM 5395 RBWM Councillors' Issues

Cllr Bowden reported on the following:

1. The RBWM financial situation which had been reported in the press recently has been eased by a Government Coronavirus grant.
2. It was confirmed that there were no car parking issues in Eton and Eton Wick.
3. Waste collection was progressing satisfactorily in the Borough. It was reported that there had been some issues with green waste collection in Eton Wick. Cllr Bowden advised that crews were frequently changing at the current time due to illnesses.
4. The Borough was working with TVP regarding aggressive cyclists on the Thames Path.
5. Cllr Bowden requested that any surplus foodstuffs from the boxes recently delivered be made available to homeless charities.
6. In response to a question from Cllr Lovell, Cllr Bowden reported that the Borough policy on closing youth clubs was based on the number of attendees.

7. A request had been received from a small business in Eton Wick for financial assistance due to their loss of income. The Borough was awaiting information from Government regarding how to distribute funds, which are being made available in due course. The criteria will be uploaded to the RBWM website.
8. Cllr Reed wished to express the appreciation of ETC to Chris Nash of RBWM for his work in the Heathrow 3rd Runway Campaign. Cllr Bowden advised that Mr Nash had moved to a new position in Runnymede and his Heathrow responsibilities had been delegated to Chris Joyce. Cllr Bowden expressed his belief that the matter would be off the agenda for the next 10-15 years.

CM 5396 Thames Valley Police (TVP) Liason

1. The report from Sgt Pendry had been circulated ahead of the Meeting and there were no questions.
2. Dr Rivaz reported that TVP had been exceptional during the Coronavirus epidemic.
3. Dr Rivaz requested that she receive a copy of Sgt Pendry's report and it was agreed that this would be forwarded, after receiving the necessary permission from Sgt Pendry. **Action: Town Clerk**

CM 5397 Eton Community Association (ECA) & Eton Wick Village Association (EWVA & EWWG)

ECA

Dr Rivaz highlighted the following points:

1. ECA continues to work closely with Eton College to help keep residents of Eton safe, including Eton Porny School children of key workers.
2. The Eton Action List was progressing during the current lockdown.
3. The Cockpit building continues to be a problem and the legal situation remains tangled and unresolved.

The Mayor thanked Dr Rivaz for her report.

A subsequent written report from Dr Rivaz was circulated to Members on 8.5.20

EWVA & EWWG

The report from EWVA had been circulated prior to the Meeting and there were no questions to Ms Taylor.

The Mayor thanked Ms Taylor for her report.

CM 5398 Confirmation of the Minutes of the Town Council

The minutes of the ETC Meeting held on 2nd April had been circulated and with no alterations requested, were approved. The minutes of the ETC Meeting held on 5th March, which had been approved previously, were ratified at this public meeting. The Town Clerk will forward copies of both sets of minutes to the Mayor for signature and they can both be loaded onto the ETC website. **Action: Town Clerk**

CM 5399 Matters Arising from the Minutes

Town Clerk Actions:

- **CM 5374 Motion to Recognise the Community Response to the Coronavirus Epidemic**
 - 1) Draft a letter to the shops expressing the gratitude of the Council and the two community associations for their valuable support. The letter to include the motion from Cllr Fussey. **Actioned**
- **CM 5375 Finance**
 - 1) Future invoices from Excellent Plants to be sent more frequently. **Actioned**
- **CM 5380 Matters Arising**
 - 1) Arrange for replacement of dog waste bin no. 8 on Haywards Mead Recreation Ground. **Actioned**
 - 2) Arrange for waste collection from dog waste bin no. 11 on Stockdales Recreation Ground. **Actioned**

Pending Items:

- 1) Attend to falling branch at SML Recreation Ground.
- 2) Notices advising public speaking times at ETC meetings of 3 minutes maximum to be placed on seats at future meetings.
- 3) Make enquiries of a new tree survey.

Members Actions:**Cllrs Lawless & Tarbox**

- **CM 5344 Action List**

- 1) Meet to discuss progress on Haywards Mead Play Area. **Pending**

RBWM Members' Actions**Cllr Bowden:**

- **CM 5337 RBWM Councillors' Issues**

- 1) Check whether CIL is due on Eton College Sports Centre **Pending**

Cllr Rayner:

- **CM 5312 Recreation Grounds & Open Spaces**

- 1) Progress proposed woodland area at Bell Farm with Ms Taylor of EWVA. **Pending**

CM 5400 Standing Committee

The Mayor reported that at its meeting on 9th January 2020, the Council had voted in favour of a dedicated email system, using Microsoft Online Exchange as the provider. There was one councillor that voted against this and that as this Meeting there are more councillors present, in the interests of democracy and transparency this issue would be aired again.

There were 2 motions presented to the Meeting:

- 1) Motion A: That this Council takes its approach to GDPR and its responsibilities in respect of responding to FOI requests very seriously.
- 2) Motion B: That this Council endorses the decision made at the ETC Meeting on 9th January 2020 that where email is used for any ETC business, councillors must only use their dedicated email addresses provided by the Council, and that Microsoft Online Exchange provides the level of security and support that is needed currently.

There followed a lengthy discussion during which Cllr Reed expressed his continuing concern over the cost of Microsoft Online Exchange in comparison to other providers, and provided an example of one that offered the service at a much lower cost. Cllr Tarbox asserted that it was essential that ETC protects its work and that a dedicated email system would enable the Town Clerk to access emails in the event of a FOI request. Cllr Blightman advised that the alternative provider recommended by Cllr Reed only had 2 employees and he expressed his concern that it would not be able to offer the level of support necessary by ETC. Also, the storage space available was not sufficient for ETC needs.

Cllr Leach suggested that the Council operates the current system for the period of the contract or billing cycle and then it is reviewed, which received support from Cllr Lovell. Cllr Reed wished to raise this as a motion but was informed by Cllr Fussey that motions cannot be raised at meetings but had to be inserted on the agenda that is distributed one week prior to the meeting. The Town Clerk confirmed that this had been the case in the past. In the case of amendments to motions, these had to be raised at the start of a meeting, as per Standing Orders.

Motion A was proposed by Cllr Tarbox, seconded by Cllr Bishop and was passed unanimously.

Motion B was proposed by Cllr Lawless and seconded by Cllr Bishop and was passed by a majority vote with 2 objections, from Cllrs Leach and Reed.

The Mayor and Cllr Fussey asked all Members to study the Standing Orders and become familiar with the correct protocol for future meetings. The Town Clerk was instructed to only communicate on the ETC official email address in future.

Action: Town Clerk

The Mayor concluded by stating that ‘the other reason for doing this again was to remind everyone that this is a democratic organisation and a simple majority is all that is required to pass a vote and enter the result into our collective responsibility. Any objections should be raised prior to the vote and the result accepted even if you voted against it. This would be the last time under my Mayorship we will put ourselves through this’.

CM 5401 Mayor’s Report

The Mayor reported that the issue of dedicated councillors’ emails had taken his sole attention during the month.

CM 5402 Action List

Issue Action / Status

<p>Cycling Problems in Eton High Street</p>	<p>Cllr Fussey is leading this project At the ETC Meeting on 3.10.19 it was reported that regular cycle watches by TVP are taking place. At the ETC Meeting on 6.2.20 it was reported that a cycle watch had taken place that week. Town Clerk to write to TVP requesting notification of future cycle watches so that Members could assist. A positive response had been received, with dates. At the ETC Meeting on 5.3.20 it was reported that the gasworks in the High Street had delayed the cycle watch programme. At the ETC Meeting on 7.5.20 Cllr Fussey advised that the problem still exists but confirmed that whenever TVP is present, they take immediate action.</p>
<p>South Meadow Lane Pavilion, Eton</p>	<p>Cllr Reed is leading this project. At the ETC Meeting on 5.3.20 Cllr Reed advised through a written report that he had not received a response from RBWM regarding the £5K grant towards drawings already approved, or to wait for notice of whether the ETC capital bid for £100K has been successful as it is understood that ETC cannot have both payments. The Town Clerk had progressed this with Cllrs Bowden and Rayner and is awaiting a response. Subsequent information from RBWM confirmed that capital bida had been cancelled for 2020/2021. Cllr Reed also advised that he would submit further applications to third party funds for grant applications in March. A meeting with the Chairman of Windsor FC with the Mayor and Town Clerk had taken place on 5.2.20 and opportunities were discussed. The Club will come back with their proposals in due course. A meeting with the Chairman of Windsor Youth FC with the Mayor and Town Clerk took place on 21.2.20 and the Club will come back with their proposals in due course. At the ETC meeting on 7.5.20 Cllr Reed advised that there had been no response from either Club to date, and that he was continuing to apply for grants.</p>

<p>Eton & Eton Wick Footpaths</p>	<p>Cllr Olney is leading this project.</p> <p>The purpose of this project is to monitor the condition of the footpaths and report any problems to the Town Clerk.</p> <p>At the ETC Meeting on 5.3.20 Cllr Olney reported that she had met with Anthony Hurst of RBWM and had an interesting discussion. Plans are being made for a residents' ramble of lesser known footpaths.</p> <p>Cllr Olney is working closely with Ms Taylor of EWVA and Ms Taylor has walked all the footpaths.</p> <p>At the ETC Meeting on 7.5.20 Cllr Olney advised that she had reported instances of a broken gate and signs to RBWM.</p>
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<p>Plans for Bio-Diversity & Climate Change Emergency</p>	<p>Cllr Fussey is leading this project.</p> <p>The 2020/21 budget includes £4,200 for sustainability projects in Eton & Eton Wick. Plans, to be formulated.</p> <p>At the ETC Meeting on 6.2.20 Ms Taylor reported on the formation of Wild Eton and Eton Wick group which will encompass biodiversity issues across the two communities. A 'wish list' had already been published and circulated to Members and this will work in harmony with the Neighbourhood Plan. Other 'Wild' groups had been established in neighbouring parishes, forming a chain of groups within RBWM and following their policy of Climate Change Emergency initiatives.</p> <p>The Mayor confirmed the commitment of ETC to Wild Eton and Eton Wick and to be part of the ongoing process with Cllr Fussey as the lead member. EWWG Stakeholder Meetings had been well supported with both ETC and RBWM Members in attendance. Eton College boys are very enthusiastic and need to be involved in the group. The Mayor concluded that biodiversity is just one aspect of climate change and the objective of attaining carbon neutrality across the Borough has the full support of ETC.</p> <p>At the ETC Meeting on 5.3.20 Cllr Fussey reported that he had attended 3 meetings of the RBWM Climate Change Emergency Group with two College boys and was due to attend the next one on 25.3.20. It is hoped that this next meeting will produce some actions. This meeting was subsequently cancelled.</p> <p>Ms Taylor reported on the formation of River Rangers who will report bi-annually and meet monthly to survey the areas and get a better picture of what is needed to go into the Biodiversity Action Plan.</p> <p>Earth Watch will involve schoolchildren in examining the biodiversity of the River Thames and its tributaries to help determine the health of the watercourses.</p> <p>Ms Taylor had walked the watercourses with the Fisheries Officer and Biodiversity Officer at RBWM and will come back with plans for review by ETC and Eton College.</p> <p>Cllr Fussey wished to involve College boys in this activity and they are available on Saturday afternoons.</p> <p>Cllr Fussey outlined College plans for an orchard alongside Eton Wick Road which is planned for Tree Week in November.</p> <p>At the ETC Meeting on 7.5.20 Cllr Fussey advised that activity in Eton was on hold due to the Coronavirus epidemic. On behalf of Eton Wick, Ms Taylor reported that the wild flowers planted in Bell Lane were flourishing, a survey had taken place in Cooley's Meadow and RBWM was making plans for tree planting. There was no activity with the waterways at present. Cllr Leach expressed his pleasure at seeing all the wild flowers growing on South Meadow.</p>
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Haywards Mead Play Area	<p>Cllr Tarbox is leading this project.</p> <p>At the ETC Meeting on 5.3.20 Cllrs Tarbox and Lawless advised that they would be meeting soon to discuss progress.</p> <p>At the ETC Meeting on 7.5.20 Cllr Tarbox advised that she would be applying for grants for play area equipment renewal.</p>
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CM 5403 Correspondence

The Town Clerk reported that there had been numerous emails bulletins and newsletters from various sources regarding Coronavirus, all of which have been circulated to Members in a timely fashion. Additional correspondence in April 2020 as follows:

Email from CPRE dated 4.4.20 regarding Campaigns Update.	Emailed to Members 4.4.20
Email Spring Newsletter from HALC/BALC dated 8.4.20.	Emailed to Members 8.4.20
Email from CCB dated 8.4.20 regarding Support for Village Halls.	Emailed to Members 8.4.20
Email from Keep Britain Tidy dated 8.4.20 regarding Love Where You Live.	Emailed to Members 8.4.20
Email CEO Bulletin from NALC dated 8.4.20	Emailed to Members 9.4.20
Email from Fields in Trust dated 9.4.20 regarding Bringing Park to You.	Emailed to Members 9.4.20
Email RBWM Residents' Newsletter dated 9.4.20.	Emailed to Members 9.4.20
Email from Highways England dated 15.4.20 regarding M4 Smart Motorway.	Emailed to Members 15.4.20
Email CEO Bulletin from NALC dated 17.4.20.	Emailed to Members 17.4.20
Email from Gemma Pearce of CCB dated 20.4.20 regarding online learning opportunity.	Emailed to Members 21.4.20
Email bulletin from Fields in Trust dated 23.4.20.	Emailed to Members 23.4.20
Email Action for All bulletin from CCB dated 23.4.20.	Emailed to Members 23.4.20
Email from Highways England dated 24.4.20 regarding M4 Smart Motorway.	Emailed to Members 24.4.20
Email from Paul Roach of RBWM dated 24.4.20 regarding Rent Collection.	Emailed to Members 24.4.20
Email from PFK Littlejohn (Auditors) dated 24.4.20 regarding Limited Assurance.	Emailed to Members 24.4.20
Email Resident's Newsletter from RBWM dated 24.4.20.	Emailed to Members 24.4.20
Email from RBWM dated 24.4.20 regarding Minutes of Parish Conference on 3.3.20.	Emailed to Members 24.4.20
Email from Highways England dated 29.4.20 regarding M4 Smart Motorway	Emailed to Members 29.4.20
Email from Royal Berks Fire & Rescue Service dated 29.4.20 regarding Integrated Risk Management Plan	Emailed to Members 29.4.20

CM 5404 Website

The April 2020 report from Cllr Blightman had been circulated and there were no questions. Cllr Blightman reported that there had been less activity during the month.

CM 5405 Development Control – Town Council Consultation

The following applications had been received from the Royal Borough in April and the start of May 2020

Planning Application	ETC Comment
<p>1. Variation (under Section 73) of condition 3 (approved plans) to substitute those plans approved under 19/03161/FULL for single storey rear extension, 1no. rear dormer, 1no. front and 1no. rear rooflight following the demolition of the existing ground floor rear conservatory. </p> <p>7 Sunbury Road Eton Windsor SL4 6BA</p> <p>Ref. No: 20/00938/VAR Validated: Mon 20 Apr 2020 Status: Awaiting decision</p>	No Comment

Planning Application	ETC Comment
<p>2. Single storey front extension, single storey rear extension, tip to gable roof extension with x2 front rooflights, x1 front dormer and x1 rear dormer with juliet balcony to enlarge the existing habitable roof space, replacement repositioned garage, new off street vehicular parking and alterations to boundary treatment and fenestration, following demolition of the existing single storey rear element.</p> <p>21 Tilstone Avenue Eton Wick Windsor SL4 6NF</p> <p>Ref. No: 20/00860/FULL Validated: Fri 03 Apr 2020 Status: Awaiting decision</p>	<p>The Council doubts the ability of a car to park at the rear of the property</p>
<p>3. Single storey rear extension no greater than 3.8 m depth, 2.9m high and an eaves height of 2.9m </p> <p>22 Somerville Road Eton Windsor SL4 6PB</p> <p>Ref. No: 20/00831/PDXL Validated: Wed 01 Apr 2020 Status: Awaiting decision</p>	<p>No Objection</p>
<p>4. Single storey side/rear extension. </p> <p>43 Alma Road Eton Wick Windsor SL4 6JZ</p> <p>Ref. No: 20/00815/FULL Validated: Tue 28 Apr 2020 Status: Awaiting decision</p>	<p>No Objection</p>
<p>5. Variation (under Section 73) of condition 11 (approved plans) to substitute those plans approved under 19/01548/FULL for the erection of 6no. dwellings including a raised walkway, change of use of former Shepherds Hut to cafe following demolition of 49 Victoria Road, and part demolition of Shepherds Hut.</p> <p>49 Victoria Road And Shepherds Hut 17 And Including Land To Rear of 17 Eton Wick Road Eton Wick Windsor</p> <p>Ref. No: 20/00937/VAR Validated: Mon 20 Apr 2020 Status: Awaiting decision</p>	<p>No Comment</p>

6. Planning Application No 20/01054 Cllr Blightman declared an interest

Date: 6.5.20

Type: Works to Trees in Conservation Area

Proposal: Fell Common Ash

Location: 1 Melville Cottages, King Stable Street, Eton

Applicant: Miss Lois Haynes

Comment: The Council expresses its concern over the loss of any tree in Eton town centre, unless it is diseased of course.

CM 5406 Planning Decisions & Information

The Town Clerk did not receive any planning decisions from RBWM in April 2020.

CM 5407 Other Organisations

The following reports were received from the nominated members:

- 1) **Baldwins Bridge Trust:** Cllr Bishop reported that the Trust had donated £1,000 to the NHS. Cllr Bishop will confirm to the Town Clerk that the Trust accepts the contribution of £124 plus VAT towards Barnes Pool maintenance. **Action: Cllr Bishop**
- 2) **Eton Wick Football & Social Club:** Cllr Lovell advised that the Club is closed, but the structure is in good repair.
- 3) **Eton Pools Estate:** Cllr Fussey reported that the next meeting would be held on 12.10.20.
- 4) **Heathrow Airport Expansion:** Cllr Reed advised that the Supreme Court had granted permission for Heathrow Airport to appeal against the High Court decision to disallow the 3rd runway. The Government is not supporting the Heathrow proposal.

CM 5408 Recreation Ground & Open Spaces Reports

- 1) **Bell Lane Open Area:** Cllr Robertson reported that all was well. A possible bridge was being discussed.
- 2) **Stockdales Recreation Ground:** Cllr Lawless reported that all was well.
- 3) **Haywards Mead Recreation Ground:** Cllr Lovell reported that the grass needed rainfall.
- 4) **South Meadow Lane Recreation Ground:** Cllr Reed reported that all was well. The Town Clerk wished to pass on ETC gratitude to Dr Rivaz for her help to him in containing the usage of the play equipment.
- 5) **Jubilee Square, Watermans Arms & Memorial Garden:** Cllr Leach advised that all was well.
- 6) **Barnes Pool:** Cllr Bishop reported that the area had recovered very quickly from the Spring deluge.
- 7) **Riparian Works:** Cllr Fussey reported that work was on hold at this time.

CM 5409 Any Other Business

- 1) Cllr Reed asked what was going on with the Cockpit development? Dr Rivaz advised that the owner of the property was not progressing the development and that RBWM, Eton College and ETC had been chasing for a resolution to the problem but no progress had been made due to the complex nature of the legal and financial problems involved. The RBWM Heritage Officer had been asked to intervene.
- 2) Cllr Leach asked what was happening with the plastic sheeting placed on the allotments off Eton Wick Road? The Town Clerk responded that he was in communication with Eton College on the matter.
- 3) The Mayor informed Members of the VE Day 75 Celebrations in Eton Wick on Friday 8th May, including a virtual quiz hosted by himself at 4.00pm. The Mayor would circulate details of how to connect by Zoom.

CM 5410 Date of Next Meeting

Thursday 4th June at 7.00pm in the current virtual format.

The Meeting concluded at 9.10pm